

## **QUICK REFERENCE ACTIVITIES GUIDE**

### **3 – EDUCATIONAL SCHOOL-RELATED & ACTIVITIES**

Carry out discipline	Evaluate curriculum, policies or instruction
Develop & monitor IEP goals	Attend meetings for initial approval or review of IEP
Supervise students outside of the classroom	Prepare & provide classroom &/or individual instruction
Monitor immunization compliance	Obtain student registration information

### **4 – DIRECT MEDICAL SERVICES – Provide care, treatment, & counseling services:**

Physical or mental health assessments & diagnostic testing	Routine or mandated health screenings
Developmental assessments	Health/mental health services identified in an IEP
Assisting with personal care or special procedures	Speech, occupational &/or physical therapies
Administering first aid, prescribed injection, immunizations or medications	Clinical services

### **10-SYSTEM SUPPORT OR PERSONAL TIME**

Breaks, vacation, sick leave, & other paid time not at work  
Staff or district-level meetings  
Review school or district procedures or rules  
Supervision or evaluation of staff, student teachers or classroom volunteers  
Administrative/clerical activities related to general building or district functions or operations, other than those associated with 9b

### **9 – REFERRAL, COORDINATION & MONITORING**

#### **9A - Referrals for non-medical services or Free Care:**

- Social, educational, vocational services & special education
- Free Care examples:
  - An acute or one-time event occurs*
    - Child injured & school assesses, refers & follows-up
  - Referral is within the school system*
    - Teacher refers student to another staff member
  - Services & activities related to a 504 plan*

#### **9B - Referrals for medical, dental, mental health, substance abuse & family planning:**

##### **Filters (conditions) to be met for this activity:**

<i>Not direct medical care</i>	<i>Not health screenings or immunizations</i>
<i>Not Child Find</i>	<i>Not 504</i>
<i>Not IEP</i>	<i>Not Free Care</i>
<i>Referral is to current Medicaid provider (use provider lists, MAA web page, telephone call, etc.)</i>	

Performing activities that:  
Refer student to verified Medicaid health care provider(s) in the community  
Follow-up to ensure service was received  
Participate in meeting/discussion with other staff, health care professionals &/or parents to coordinate or review need for health related services covered by Medicaid (*Supplemental Documentation Required: Tracking Guide*)

### **1 - OUTREACH**

#### **1A - General health education, wellness & prevention programs & Child Find activities:**

Inform individuals about their eligibility for non-Medicaid social, vocational & educational programs (including special education)

Inform about wellness programs, healthy life-styles & practices  
Provide health &/or prevention education (dental, tobacco, alcohol, drug & violence)  
Identify children with special medical needs through Child Find activities

#### **1B - Inform about Medicaid, services available & encourage access:**

##### **Filters (conditions) to be met for this activity:**

*Medicaid related*  
*Directed toward school population (students & their parents/guardians)*

- Describe benefits & availability of Medicaid & Healthy Options managed care services
- Distribute literature about the benefits, eligibility requirements, & availability of Medicaid, including preventive services under Early Periodic Screening Diagnosis & Treatment (EPSDT)
- Use MAA literature or obtain MAA approval before creating own materials

## 2 – FACILITATING APPLICATIONS

### **2A - Explain or help individuals or families to apply for programs like IDEA, TANF & reduced lunches:**

- Inform about programs, such as, Temporary Assistance for Needy Families (TANF); Food Stamps; Women, Infants & Children (WIC), day care, legal aid, IDEA & other social or educational programs
- Explain the eligibility application process
- Assist with application & re-application process for continuing eligibility
  - Provide applications forms
  - Assist in gathering necessary documentation

### **2B - Explain & assist students & families with the Medicaid application:**

#### **Filters (conditions) to be met for this activity:**

*Medicaid application form*

*Application-related materials*

- Explain the Medicaid eligibility application process
  - Provide & help complete application forms
  - Assist in gathering necessary documentation

## 5 - TRANSPORTATION

### **5A - Transportation not in support of Medicaid covered services:**

Schedule or arrange transportation to social, vocational, &/or educational programs & activities

### **5B - Schedule or arrange transportation to Medicaid covered services:**

Arrange transportation through the Medicaid transportation brokerage system or inform families how to use the brokerage system

## 7 – PROGRAM PLANNING, POLICY DEVELOPMENT, INTERAGENCY COORDINATION

### **7A - Regarding non-medical needs & services:**

Perform collaborative activities associated with developing strategies to improve the coordination & delivery of non-medical services, such as, social, educational & vocational

### **7B - Improve coordination & delivery of medical/dental/mental health services:**

#### **Filters (conditions) to be met for this activity:**

Collaborate with other agencies & health care professionals

Identified in job description:

- % of time dedicated
- Responsibilities include program planning & interagency coordination

Analyze Medicaid data &/or evaluate the need for medical/dental/mental health services

Identify gaps or duplication of health services

Develop strategies to improve coordination & delivery of needed health services

Increase Medicaid provider participation & improve provider relations

## 8 - TRAINING

### **8A - Participating in or coordinating professional development & training on instructional, emotional, social & behavioral needs of students, Child Find:**

Curriculum improvement

Asthma monitoring & control

Poverty training

Smoking Cessation

Conflict Resolution

Mental illness & treatment modalities

### **8B - Participating in or coordinating training that improves delivery of medical/Medicaid-related services, early identification & referral for special health services like EPSDT (not IDEA) & related administrative requirements:**

#### **Filters (conditions) to be met for this activity:**

*Related to Medicaid or school-based administrative match*

Examples:

- Medicaid 101 – Medicaid services available for children & how to apply for coverage
- Using EPSDT to enhance early identification of and intervention with children experiencing health-related needs